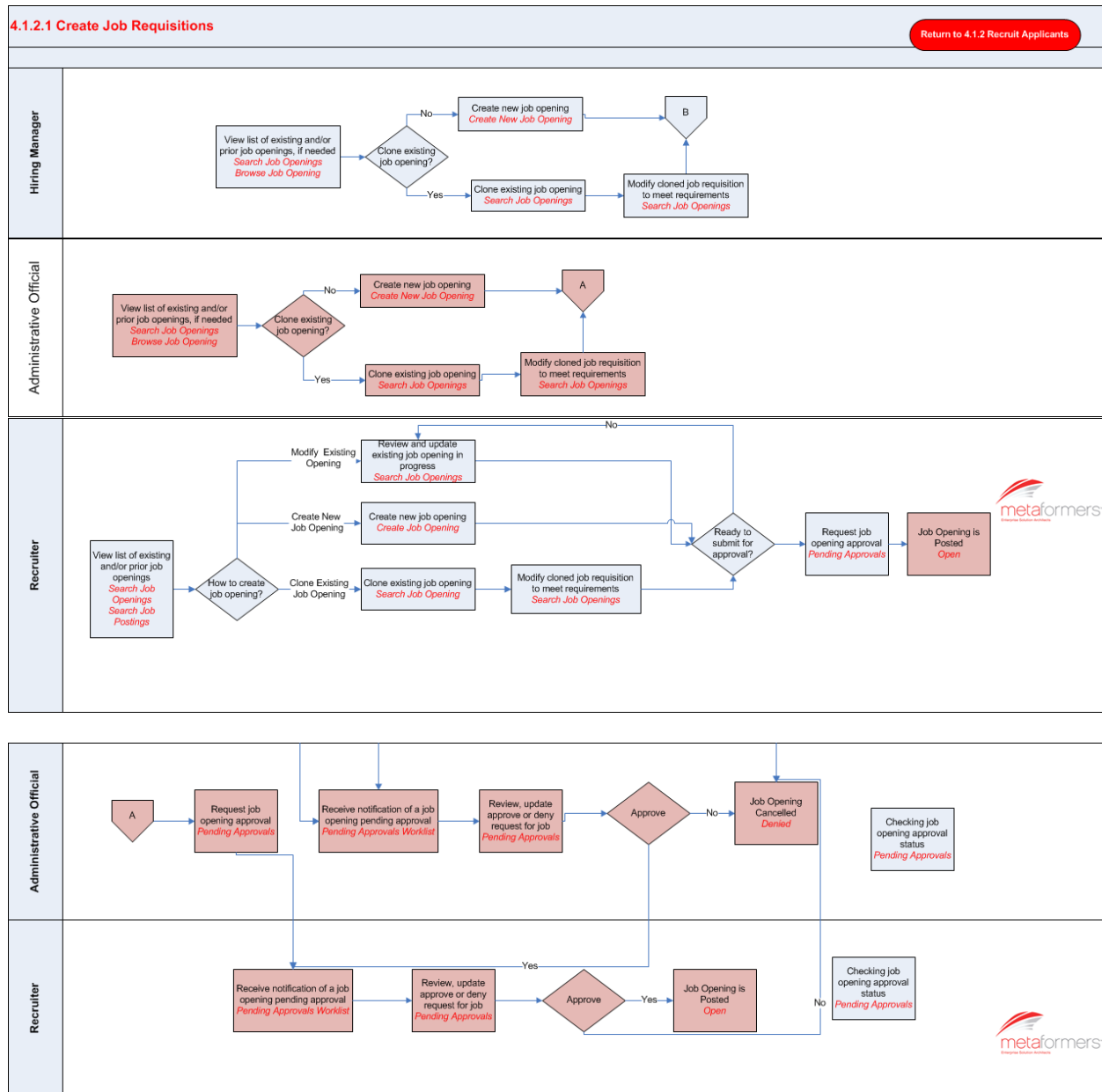


Process: Creating and Managing Job Openings

Objective: Creating new and managing existing job openings

| TALENT ACQUISITION MANAGEMENT (TAM) | |
|--|--|
| 4.1.2.1 Creating and Managing Job Openings | |
| Roles | Transaction |
| *Hiring Manager | <p>Enters the job opening details up to the screening questions.</p> <p>Saves and submits the new job opening.</p> <p>Job opening will be routed to the Administrative Official for approval.</p> <p>Edits a job opening in which they initiated.</p> <p>Clones an existing job opening.</p> |
| *Administrative Official | <p>Receives a job opening approval request from the Hiring Manager.</p> <p>Approves/Denies the job opening submitted by the Hiring Manager.</p> <p>Enters the job opening details up to the screening questions.</p> <p>Saves and submits the new job opening.</p> <p>Job opening will be routed to the Recruiter for approval.</p> <p>Edits a job opening in which they initiated.</p> <p>Clones an existing job opening.</p> |
| *Recruiter | <p>Receives a job opening approval request from the Administrative Official.</p> <p>Approves/Denies the job opening submitted by the Administrative Official.</p> <p>If approving the job opening, enters the remaining job opening details.</p> <p>Initiates and enters all job opening details.</p> <p>Submits and approves job openings.</p> <p>Edits a job opening.</p> <p>Clones a job opening.</p> <p>Enters the hiring and interviewing teams to the job opening.</p> <p>Closes an open job.</p> <p>Cancels a job opening before it is approved and posted.</p> |
| Inputs: | Job opening details. |
| Outputs: | <p>Job opening approval/denial notifications.</p> <p>Job opening details are updated in the CONNECT system.</p> |
| * Initiates process | |



Process Description

Hiring Managers can initiate a job opening and enter the core job opening details on the Job Details page. Upon saving the core job details, the job opening is routed to an Administrative Official for approval. Hiring Managers can also edit a job opening in which they initiated and clone an existing job opening to reduce the amount of data entry needed to complete a new opening.

Administrative Officials can approve, deny, or pushback a job opening that was submitted by a Hiring Manager. Similar to Hiring Managers, Administrative Officials can also initiate a job opening and enter

the core job opening details, edit an existing job opening, and clone an existing job opening. When an Administrative Official submits a job opening, it is routed to a Recruiter for approval.

Recruiters can approve, deny, or pushback a job opening that was submitted by an Administrative Official. Prior to approving a job opening, a Recruiter will enter the remaining job details such as screening questions, hiring/interviewing teams, and the job posting details. Recruiters can also edit, clone, and initiate a job opening.

Unlike Hiring Managers and Administrative Officials, Recruiters can close a job opening once it has been filled and cancel a job opening before it is has been posted if it is no longer needed.

Process Security: Hiring Managers, Administrative Officials, and Recruiters have access rights to the Job Opening Details page. Approval workflow for Administrative Officials and Recruiters to approve or deny a job opening.

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

| | |
|-------------------------------|-------------------|
| Talent Acquisition Management | 1 = Fundamental |
| Create Job Opening | 2 = Intermediate |
| Roles | 3 = Comprehensive |
| Hiring Manager | 2 |
| Administrative Official | 2 |
| Recruiter | 3 |

| Level | Description |
|-------|---|
| 1 | Fundamental – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance. |
| 2 | Intermediate – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream. |

3

Comprehensive – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.